



ANDREW M. CUOMO
GOVERNOR

DARRYL C. TOWNS
COMMISSIONER/CEO

NEW YORK STATE DIVISION
OF HOUSING &
COMMUNITY RENEWAL

HOUSING
TRUST FUND CORPORATION

STATE OF
NEW YORK MORTGAGE
AGENCY

NEW YORK STATE HOUSING
FINANCE AGENCY

NEW YORK STATE
AFFORDABLE HOUSING
CORPORATION

STATE OF
NEW YORK MUNICIPAL
BOND BANK AGENCY

TOBACCO SETTLEMENT
FINANCING CORPORATION

HOUSING MANAGEMENT BUREAU MEMORANDUM #2011-B-04

To: All Housing Companies
Owners, Managing Agents and Site Managers

From: Robert Damico, Director
Housing Management Bureau

Date: August 22, 2011

Subject: Apartment Application Form Templates for
Federally-Assisted and Non-Federally-Assisted Developments

The following apartment application form templates have been posted on HCR's website at <http://nysdhcr.gov/Forms/HousingManagementBureau/>:

- Apartment Application *for Federally-Assisted Developments* (8-11), HM-79
- Apartment Application *for Non-Federally-Assisted Developments* (8-11), HM-80

These templates, which have been designed to capture the basic data required by the Mitchell-Lama Automated Waiting List (AWL) as well as the information needed to implement the admission preference for veterans*, are being made available in Microsoft Word so they can be customized to fit your development's characteristics and to capture any additional information you may need to make a preliminary determination of program eligibility. Note that text that appears in red online is for your assistance and should be deleted when customizing the template.

If you need technical assistance in modifying these documents, please contact Mohammed Siddiqui at (212) 480-7340 or by email at msiddiqui@nyshcr.org. If you need assistance with tenant selection or AWL issues, please contact Veda Ramos at (212) 480-7345 or by email at vramos@nyshcr.org.

A handwritten signature in black ink, appearing to be "R. Damico", is written above a horizontal line. Below the line, the name "Robert Damico" is printed in a serif font.

Robert Damico

* See Management Bureau Memorandum # 2010-B-06, New Mitchell-Lama Admission Preference for Veterans.